

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Purchasing Series

PURCHASING DIRECTOR

02/93

### *Summary*

Under administrative direction, as a department head manage the city's purchasing, contract administration and property control functions, and centralized copying operations.

### *Typical Duties*

Plans and direct the acquisition, identification, disposition and sale or lease of City property which includes: conformance with Federal, State and City statutes, rules, regulations, policies and procedures; participation in the preparation of specifications; approval or rejection of contractors' bids; negotiation of terms of purchases and adjustments with vendors; investigation and resolution of complaints; public auctions, trade ins and sales of used equipment and materials.

Direct improvement and standardization of methods for classifying commodities, and for assessing market conditions, goods and services availability and requirements, and vendors to assure cost effective procurement of widely diverse goods and services for the City's various departments by using life cycle, cost-benefit, value, price forecasting, economic order quantity, trade off, substitution, buy-lease and similar analysis tools together with other techniques such as order consolidations, placement and delivery timing, and processing automation; and by conferring with department heads and City officials to secure approval of proposed purchasing systems which includes formulating related policies, procedures, standards, controls and instructions.

Plans, organize, assign, direct, review and evaluate the work of exempt and nonexempt supervisory and nonsupervisory purchasing, property control, clerical and copier operations personnel which involves hiring, terminating, counseling, disciplining, changing status, training and developing subordinates, and enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices.

Administer such general departmental activities as long and short term planning, budget preparation, expenditure control, records management and report compilation and presentation; and engage in related managerial and professional duties as required.

### *Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or Public Administration or related field and seven years of progressively professional experience performing large volume purchasing or procurement in a governmental, institutional or industrial setting which must include at least two years each of administration of contracts and supervision of purchasing professionals; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of centralized governmental purchasing and contract administration methods. Considerable knowledge of: State and Federal statutes governing public procurement policies and procedures; sources of supply, market and price trends, and varieties, qualities and uses of goods and services required by a municipality; bidding, property control and office management practices; accounting and cost systems and analysis techniques. Good knowledge of application of automated data processing to procurement of purchasing functions.

Ability to: meet quantity, quality and timeliness goals and objectives to supply an extensive array of goods and services for the full spectrum of City departments; impartially and objectively exercise authority as an appointing officer to supervise subordinate employees, and recommend award or rejection of contracts; establish and maintain diplomatic working relationships with other departments and jurisdictions, officials, vendors and the general public; devise, implement and broadly apply complex purchasing and contract administration practices and principles; compile and interpret technical and intricate information, abstract considerations and nonstandard or changing situations affecting specifications and proposals; communicate persuasively orally and in writing which includes preparing and presenting thorough, clear and concise reports.

*Physical Requirements:* Mobility within an office environment.

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Director of Personnel

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Department Head

OFFICIAL